UNITED
NATIONS

ST

Secretariat

ST/IC/1994/48
4 November 1994

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1995 COMPETITIVE EXAMINATION FOR LANGUAGE COORDINATOR (ENGLISH)

1. A competitive examination for the post of English Language Coordinator at the P-2 level will be held on 16 February 1995 in New York, Geneva, Vienna and other duty stations, depending on the number of qualified candidates convoked for the examination. The purpose of the examination is to establish a roster from which present and future vacancies for English Language Coordinator in the Training Service of the Office of Human Resources Management at Headquarters will be filled.

2. The English language coordinator is responsible for establishing and administering English language and writing courses for United Nations and other agency staff. The coordinator conducts needs analyses, sets objectives, designs courses and workshops and develops appropriate materials for English language and communications courses. The coordinator trains and supervises English language teachers, prepares teaching and examination schedules and ensures that appropriate methodologies are used. Acting as a team leader, the coordinator creates and maintains an effective team unit, serves as a project facilitator for special pedagogical projects and initiates, organizes and supervises the work of the teachers assigned to projects. The coordinator also prepares, administers, and supervises language examinations and tests including the English Language Proficiency Examination.

3. The examination is open to all staff members at the P-2 level and below, including full-time teachers at Headquarters, Geneva, Vienna and the regional economic commissions, who meet the necessary requirements. However, if the number of qualified applicants is not sufficient (i.e., at least three), the examination will be postponed and will be announced outside the Secretariat. Staff members from subsidiary organs of the United Nations and staff members

whose service is limited to a particular organ, fund or programme of the United Nations or special missions are considered outside candidates for the purpose of this examination.

4. Staff members applying for the examination must:

(a) Have English as their main language; 1/

(b) Hold an advanced university degree (Masters) in language teaching methodology or applied linguistics with special emphasis on the theory and practice of teaching English as a second or foreign language to adult learners; advanced university degrees in linguistics or education may be considered. A first-level university degree and five years of continuous language teaching in the United Nations may also be considered;

(c) Have at least five years' experience teaching English as a second or foreign language to adults and experience designing and teaching communication skills, preferably in a work-related setting.

5. In addition:

(a) Experience in curriculum development and background in teacher training and supervision is highly desirable;

(b) Knowledge of additional official languages of the United Nations is desirable. The Board of Examiners appointed by the Assistant Secretary-General for Human Resources Management requires that candidates be able to support their claims of knowledge of official languages by relevant documentation in their official status files. Staff members who enrolled in the United Nations language training programme in the languages claimed must have passed the United Nations language proficiency examination in those languages. Candidates who have not pursued the United Nations language courses in the languages claimed must substantiate their claims of knowledge of those languages. For this purpose, staff members should attach to their application a photocopy of either a diploma or a certificate from a language school or a brief explanation of how they acquired knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Computer and word-processing knowledge is an advantage.

6. All applications for the examination will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. The decision of the Board is final.

7. The written examination consists of the following three parts:

Part 1. Essay questions dealing with language teaching methodology, communications and training skills, curriculum and training course design (two hours);

Part 2. Essay questions dealing with teacher supervision and observation of language and communication skills training courses (one hour);

Part 3. Several practical problems related to student counselling and teacher supervision (45 minutes).

The use of reference material is not permitted during the examination.

8. On the basis of results obtained in the written portion of the examination, the Board of Examiners will invite selected candidates to participate in the second part of the examination. This will normally take place six to eight weeks after the written examination. In the second part of the examination candidates will be asked to observe and evaluate a language class. The Board of Examiners will review and discuss with the candidate the results of this observation. The candidates will then be placed in small groups, which will be required to perform a specific task. Through this exercise the candidates' ability to function as part of a team will be evaluated. The Board will then interview each candidate in order to assess personal qualities, professional experience and ability to work as a team leader.

9. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual scores.

10. Staff members at the P-1 level or below selected to fill this vacancy will be assigned to the Training Service with a special post allowance to the P-2 level for a trial period of two years. Staff members who are already at the P-2 level will be assigned at that level.

11. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Office of Human Resources Management will be confirmed in their functions of language coordinator at the P-2 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous level and the special post allowance, if any, will be discontinued.

12. Staff members at Headquarters applying for the examination should complete the attached form and submit it to the following office not later than 30 December 1994:

Competitive Examination for Language Coordinator (English)
Recruitment and Placement Division
Room S-2535G
United Nations Secretariat
New York, N.Y. 10017

13. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their applications to the Recruitment and Placement Division through the chief administrative officer or director of the United Nations information centre of their respective duty station before 30 December 1994, the deadline for receipt of applications in the Recruitment and Placement Division.

/...

Notes

1/ "Main language" should be understood to be the language in which the candidate is best able to teach. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

APPLICATION

1995 COMPETITIVE EXAMINATION FOR LANGUAGE COORDINATOR (ENGLISH)

INDEX NO. 1/ /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office: 2/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

If yes, which examination(s) _____

What is your main language? 3/ /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. University degree or equivalent or post-secondary educational qualifications 4/

Name of institution/ Place and country	Language of/ instruction	Attended from/to month/year month/year	Degree 4/ or/ equivalent	Main field of study
		/	/	
		/	/	
		/	/	
		/	/	
		/	/	
		/	/	
		/	/	
		/	/	

B. Describe work experience (giving dates and length of time) in English Language teaching, curriculum development, communications skills training, teacher training and supervision as well as in word-processing and computers

_____

_____

_____

_____

/...

(B. continued)

C. Knowledge of other languages 5/

Language(s)	United Nations language programme (indicate highest level and date)	Courses taken at other institution (name and location)

D. Indicate your ability in each of the languages mentioned above

Language	Read		Understand		Speak		Write	
	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

/...

Notes

1/ Appears normally on your monthly salary statement and personnel action forms. If not, please contact your Executive Officer to obtain your number.

2/ Please indicate department/office, e.g., OCSS, ECE, UNOG, UNOV or other (specify).

3/ "Main language" should be understood to be the language in which candidate is best able to teach. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

4/ Give exact name and title in original language. Do not translate or equate. Copies of university degrees must be attached.

5/ In accordance with paragraph 5 (b) of the present circular, candidates claiming knowledge of other official languages of the United Nations must submit relevant documentation to substantiate their claims.